

## Local Government Records: An Introduction to Their Management, Preservation, and Use

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## Book Notices

*Historic Preservation in Small-Towns*, by Arthur P. Ziegler, Jr. and Walter C. Kidney. (Nashville: American Association for State and Local History, 1980. 146 pp., illustrations, bibliography, appendices, index. \$8.95 paperback.)

This is another excellent "how-to-do" book from AASLH. It tells how to start a preservation group, how to survey historic property in a small community (population up to 50,000), how to apply for National Register status, how to arrange easements and historic district zoning, how to plan and conduct a comprehensive preservation program complete with financing and publicity, and how to work with lawyers, architects, and contractors. Case histories of six preservation groups illustrate what your community can do to preserve its heritage. A list of all State Historic Preservation Officers with addresses is included.

*Local Government Records: An Introduction to Their Management, Preservation, and Use*, by H. G. Jones. (Nashville: American Association for State and Local History, 1980. xxi., 193 pp., illustrations, appendices, index. \$6.95 paperback.)

An unprecedented amount of local government records are being generated from the 81,000 government units in the U.S., but little has been done until very recently to give sound practical advice about the management of these records. The author, former director of the North Carolina Department of Archives, has over 20 years of experience and has written a very useful book stressing the community of interest between the public officials who face the daily task of managing current records, and the researchers who mine the documents for historical data. Local officials will find this book useful in the orderly preservation and disposal of records, and the historians and genealogists will find specific sources that have yet to be fully explored.

—MDG

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